



Fire Inspection Application
Susanville Fire Department
1505 Main Street • Susanville CA 96130
(530) 257-1061 • fire@cityofsusanville.gov

Date of Application: _____ Projected date of Opening: _____ Business Address: _____

Detailed Business Description and items that will be located in the business:

Business Name: _____ Business Contact No.: _____

Business Owner: _____ Business Manager: _____

Owner Contact No.: _____ Manager Contact No. : _____

Owner Email: _____ Manager Email: _____

Building Owner: _____ Building Contact No.: _____

Property insurance company name: _____ Contact No.: _____

Number of Employees who report to business site: _____ Hours of Business operation: _____

Square footage of building: _____ Type of heat: _____ Location of heater: _____

Number of Exits: _____ Location of Exits: _____

Number of fire extinguishers: _____ Location of extinguishers: _____

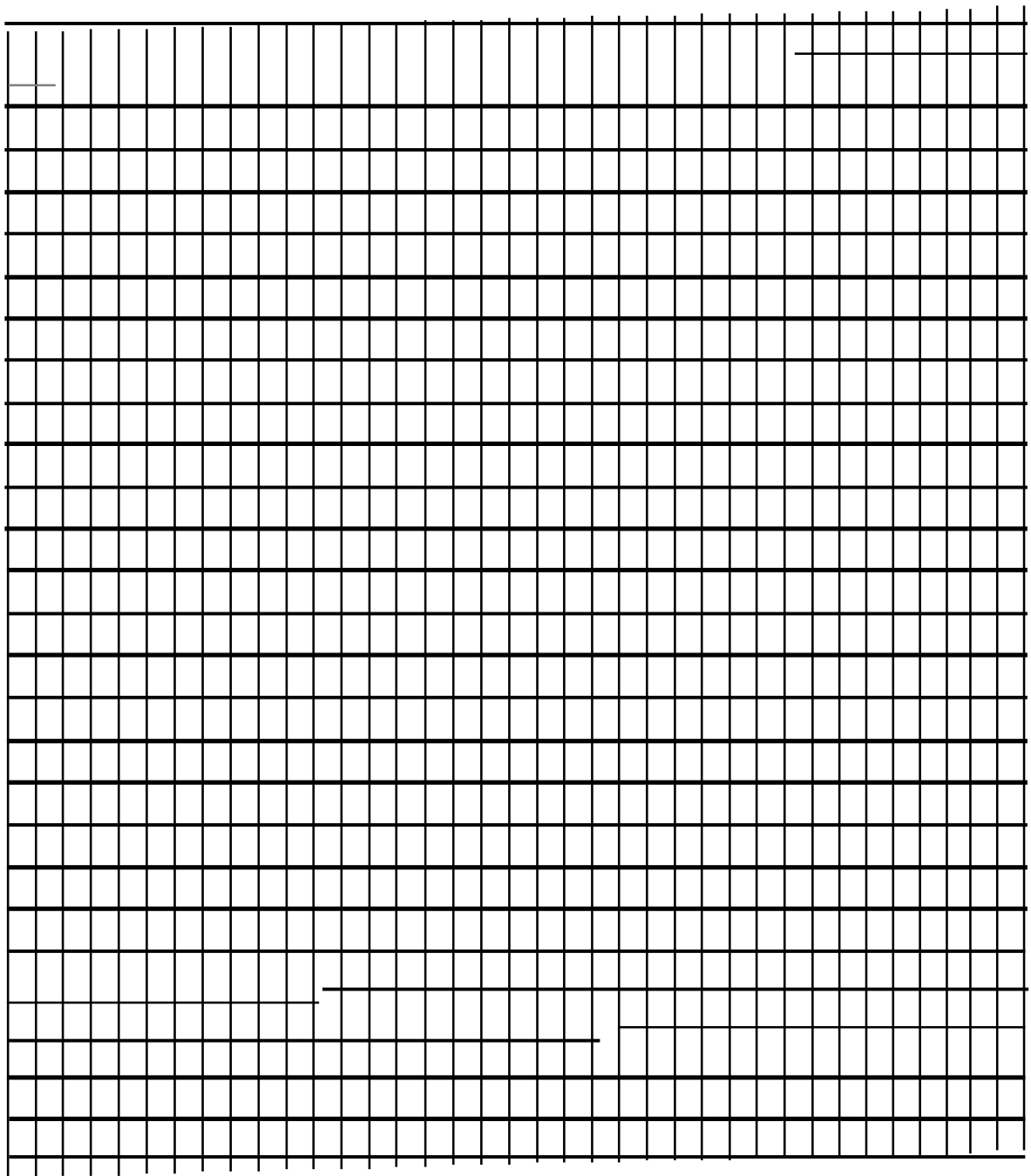
Location of heater fuel supply: _____ Location of fuel supply shut off: _____

Location of electric panel: _____ Location of main disconnect: _____

Location of water shut off: _____ Types of hazardous materials: _____

Location of hazardous materials: _____

Incomplete applications will not be accepted. Return all completed forms with your Business License Application. Once the Business License Application is approved a Fire Inspection will be scheduled with the Fire Department. **Fire Inspection fee is \$102.00 due with the Business License Application and fee.**



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1. The inspection process is found in the Susanville Municipal Code, § 8.20.080
2. The purpose for this inspection is to ensure a uniform and complete atmosphere of fire and life safety at a time when a new business is under construction or formation; an existing business undergoes a change or ownership; an existing business undergoes a change in operation.
3. Information furnished on this form will be kept in the specific business' fire prevention file for reference by the fire department when assisting in an emergency or fire related problem encountered in this facility.
4. The Susanville Fire Department will make all reasonable attempts to inspect the business named on this request within ten (10) working days from receipt of the information sheet, and will make timely recommendations as to actions that may be needed to insure a reasonable degree of fire and life safety while at the same time attempting to inconvenience or delay to the operator in achieving his goal, namely opening for business.
5. Please provide, or draw a floor plan on the attached sheet. Include overall dimensions, interior walls, doors, electric main and breaker panels, gas/ oil shut off, heat/ AC location and hazardous materials locations.

If you have any questions regarding the information necessary to complete this form, please call the Susanville Fire Department Monday through Friday between 8:00am and 5:00pm for assistance. Please fill out the information sheet attached to this letter and return the whole packet to the Finance Department as soon as possible.